



HLWW Public Schools
Employment Recommendation Form

Date: 4/30/2021

Name of Applicant: Rachel Bender

Recommended By: Brad Sellner

Title of Position: *Community Education Director*

Location: *District*

Step/Lane:

Position Supervised By: *Superintendent*

Pay Rate (hourly employees): *\$82,000*

Position Term Description (part time, full time, year-round, school year, etc) – *260 day, year-round, salaried position*

Is applicant replacing someone or is this a new hire? *replacing Margaret Marketon*

Top Priorities for the Position:

1. *Varied Experience (Preschool, ECFE, Facilities, SAC, Youth Enrichment, ABE, CE programs)*
2. *Certification (Director's License)*
3. *Personality – ability to connect with people; relationship builder; approachable (with staff and the public)*
4. *Multi-tasker – ability to juggle multiple tasks*
5. *Team Player and Builder – ability to be part of a team and bring ideas; ability to accentuate staff strengths and support staff needs to create a solid CE team.*

Number of Applicants: *20*

Number of Candidates Interviewed: *5*

Interview Team: *Sellner, Berning, Horsch, Hewson-Garber, Marketon, Scheuch, Koch, Henry-Neaton, Drusch*

Educational Background of Candidate: *Ag Business; Ag Ed; Comm Ed Director*

Employment Background of Candidate: *4H Coordinator/U of M Extension; W/M Schools CE Enrichment and Facilities Coordinator; W/M Schools CE Director (since 2014)*

Administrative Recommendation (include qualities that applicant brings to the position): *Ms. Bender brings a wealth of experience and knowledge to the CE Director position. She is driven to provide quality programs and to seek out new ways to advance on CE offerings and collaboration with many stakeholders.*

Previous Tenure (teaching positions ONLY) Yes _____ No _____

Supervisor Signature

Date

4/30/2021

Office Use ONLY

Copy to HR (prior to board meeting) _____

Copy to Employee _____ Date of HR Meeting _____

Union Steward Contacted (where applicable) _____

7/2/2018